



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager I
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4746 -\$5726

DUTIES:

Under the general direction of the Treasury Program Manager II of the [Securities Clearance Section](#), the incumbent performs functions as the supervisor and performs the most difficult and sensitive tasks related to the Pledged Securities Clearance Unit; interprets how to process complex securities and deal with trade problems; provides supervision and analytical expertise to all staff on a variety of research or policy issues. Provides technical advice to staff related to the establishment of departmental accounts, the acceptability of legal documents as specified in state laws and regulations, and must be thoroughly familiar with the myriad of problems associated with financial markets and ever changing accounting methods.

Essential Functions

- Supervises the pledge, pledged collateral and safekeeping functions.
- Ensures all transactions are executed properly, comply with industry standards primarily associated with book entry securities, and meet the legal requirements as spelled out in the various state laws and codes including safekeeping agreements and power of attorney documents.
- Responsible for completing the most complex, difficult, and sensitive pledge or safekeeping transactions or tasks.
- Monitors all state deposits in the pledged collateral programs to ensure collateral levels meet state requirements at all times by analyzing and resolving simple to the most difficult undercollateralization problems and other issues discovered throughout the month, and by reconciling monthly asset reports on a timely basis received from all participating financial institutions.
- Supervises staff performing the quarterly reimbursement report. These reports are used to measure workload and provide the basis for invoicing State departments and agencies for actual time spent to perform activities and services.
- Communicates with other divisions of the State Treasurer's Office (STO), the Treasurer's Custodian (Citibank), other state departments and agencies, brokers, private company representatives, and upper management in financial institutions on a continuous basis to insure collateral deposits and releases are processed accurately and timely.

DESIRABLE QUALIFICATIONS:

- Ability to supervise professional staff.
- Ability to make presentations to management and others.
- Ability to handle multiple assignments and critical deadlines.
- Demonstrated ability to write and verbally communicate well.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager I.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-620-4221-002" next to the classification on your application/resume, i.e. Treasury Program Manager I (820-620-4221-002).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3147 or TDD (916) 654-9922.

SMD/620/ dls 10/31/05